



## 2<sup>nd</sup> QUARTER SERVICE REPORT 2009

Prepared for: **The Town of Frederick**

**FREDERICK-FIRESTONE  
FIRE PROTECTION DISTRICT**



**Office of the Fire Chief**

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July 14, 2009

Administrator Derek Todd  
Town of Frederick  
401 Locust Street  
Frederick, CO 80530

Mr. Todd,

In compliance with the District's Inter-Governmental Agreement (IGA) with the Town of Frederick, enclosed is the quarterly service report of our performance during the 2<sup>nd</sup> quarter of 2009. The report contains four categories; response times, training hours, code enforcement activities, and customer feedback items.

The response time section contains two reports; total average response time and explanations for response times over seven minutes. The average response time required by the IGA is 5.5 minutes 80% of the time. The District responded to a total of 307 incidents between April 1<sup>st</sup> and June 30<sup>th</sup> 2009 with an average total response time of 4.51 minutes in excess of 80% of the time. The District took longer than seven minutes to respond to 20 incidents. The summary of responses over seven minutes can be found on the "Incident Response Time Overages" report. Please note it is District policy not to respond emergent to routine incidents such as blood draws, agency assist calls, or other non-emergency and non life threatening situations. For a specific explanation of all overages please see the report.

The training report is divided into two sections; fire training hours and emergency medical training hours. All training conducted by the District is taught according to State of Colorado Division of Fire and Safety standards which in turn encompass International Fire Services Accreditation Council (IFSAC) and National Fire Protection Association (NFPA) standards. All medical training is approved by the District's Physician Advisor to meet or exceed Denver Metropolitan Medical Care Protocols. For the 2<sup>nd</sup> quarter of 2009, District employees and reserves participated in 1,096 hours of medical training and 2,002 hours of fire and rescue training.

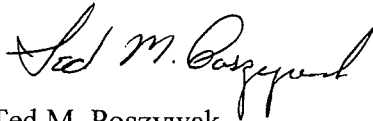
The Fire Prevention Division completed 100 fire safety inspections, 8 plan reviews, and 3 acceptance tests in the Town of Frederick during the 2<sup>nd</sup> quarter of 2009. Additionally, 2 Certificates of Occupancy were issued including; Eagle's Nest Restaurant and Martensen Home. Also 3 fire safety articles were published in the local newspapers.

The final section contains community feedback measures. The District randomly mails out comment cards to citizens and businesses we respond to, both for emergencies and routine activities. The respondents are asked to rate the District's performance on a scale of 1-10; one being the lowest satisfaction rating and ten being the highest. The report contains a summary of the cards mailed out, return rate and overall performance rating. During the 2<sup>nd</sup> quarter, the

District mailed-out 160 emergency response cards and received a rating of 9 or higher on 89% of the cards returned. Additionally, the District mailed-out 136 response cards to businesses receiving an inspection during the 2<sup>nd</sup> quarter. Of the cards returned, 87% had a rating of 8 or higher. In total, the rate of return of all feedback cards was 32.43%.

Please review the enclosed material at your convenience. If you have any questions or should you need any additional information, please feel free to contact me. As always, if we can do anything to improve our service to the Town, please do not hesitate to let me know.

Respectfully,

A handwritten signature in cursive script, appearing to read "Ted M. Poszywak".

Ted M. Poszywak  
Fire Chief

# **SECTION 1**

## **RESPONSE TIME SUMMARIES**

## **TOTAL AVERAGE RESPONSE TIME**



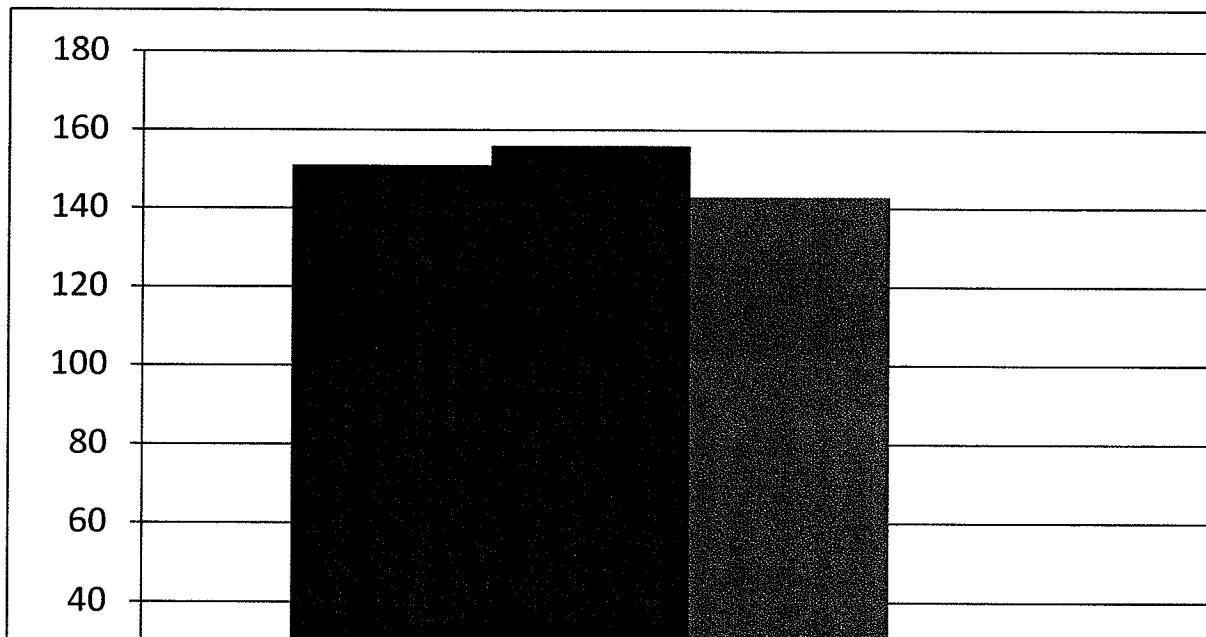
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**RESPONSE SUMMARY**  
**April 1<sup>st</sup> – June 30<sup>th</sup> 2009**

	<u><b>2009</b></u>
Total incidents:	307
Total number of non-emergency response calls:	151
Total number of emergency response calls:	156
Total number of ambulance transports:	143
Total number of helicopter transports:	2
Average response time for emergency response calls:	4.51 min

**Response Volume**



## **RESPONSE TIME OVERAGES**



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**RESPONSE OVERAGES**  
**April 1<sup>st</sup> – June 30<sup>th</sup> 2009**

INCIDENT #	DATE	ALARM TIME	ON SCENE	RESPONSE MIN	EXPLANATION
900303	4/5/2009	18:03	18:10	7	Primary response unit in training
900389	4/27/2009	12:53	13:00	7	Excessive radio traffic on dispatch (time-stamp error)
900451	5/18/2009	13:06	13:13	7	Primary response unit in training
900492	5/30/2009	14:29	14:37	7	Response/access to I-25
900494	5/31/2009	2:28	2:35	7	Response/access to I-25
900495	6/1/2009	9:16	9:23	7	Primary response unit in training
900511	6/5/2009	17:04	17:11	7	Wrong location given by Dispatch
900533	6/10/2009	21:37	21:44	7	Response/access to I-25
900556	6/16/2009	18:37	18:44	7	Response/access to I-25
900562	6/19/2009	5:17	5:24	7	Wrong location given by Dispatch
900570	6/23/2009	12:21	12:29	7	Excessive radio traffic on dispatch (time-stamp error)
900581	6/25/2009	7:19	7:26	7	Road construction
900594	6/28/2009	16:00	16:08	7	Response/access to I-25
900597	6/29/2009	7:01	7:08	7	Road construction
900600	6/29/2009	20:59	21:07	7	Wrong location given to Dispatch
900571	6/23/2009	14:41	14:49	8	Primary response unit in training
900489	5/29/2009	21:27	21:36	9	Primary response unit in training
900336	4/11/2009	16:14	16:25	11	Primary response unit at Public Education Event
900468	5/24/2009	16:56	17:08	11	Response/access to I-25
900506	6/4/2009	16:35	16:46	11	Road Construction



# **SECTION 2**

## **TRAINING SUMMARY**



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**TRAINING SUMMARY**  
**April 1<sup>st</sup>, 2009 – June 30<sup>th</sup>, 2009**

**Total Fire Training Hours April - June: 2,002**

**Total EMS Training Hours April - June: 1,096**

**Overview of Training Events:**

- New Firefighters Neal Dirstine and Jeremy Futrell completed a two week orientation period. During this orientation period, they were given self-study time to complete an assigned project on the Evolution of Building Construction, and the Associated Risks for Firefighters. They gave their presentation on the last day of orientation.
- Fire Chief Poszywak, Division Chief Puccetti, Captain Prunk, and Firefighters Todd Simpson, Nathan Bastiaans, and Joe Wilkes participated in the quarterly Southwest Weld County HazMat Training that was hosted by our District.
- The Officer Corp's monthly training was on Organizational Theory.
- Division Chief Zimmerman and Firefighter Eric Whitehead attended an 8 hour EMS conference hosted by Airline 911 of Denver.
- Firefighters Ron Dever, Kory Knill, and Nathan Bastiaans attended a 7 hour RT-130 Wildland Refresher Class.
- Fire Chief Poszywak, Division Chief Zimmerman, Division Chief Puccetti, and Battalion Chief Reasoner attended a 4 hour training on the use of the County Emergency Operations Center.
- Fire Chief Poszywak, Division Chief Zimmerman, Division Chief Puccetti, and Battalion Chief Reasoner attended a 2 hour training on Emergency Operations with the St. Vrain School District.
- Fire Chief Poszywak attended a 2 hour Strategic Planning (regional planning) Training.
- Firefighter Tobias Kridel attended a 24 hour Fire & Life Safety Educator Conference.
- May's Shift Training Topics covered auto extrication (hybrid vehicles & new car technology)
- All three shifts participated in an overview of the fire safety systems at the new Home Depot store in Firestone.
- Firefighter Greg Boatman attended an 80 hour course at the National Fire Academy on Chemistry for Emergency Response.
- Division Chief Zimmerman attended a course on being a PIO during a Line of Duty Death (LODD).
- Administrative Assistant Kris Trejo completed a CPR Certification course.

- The Officer Corp completed a 6 hour ICS tabletop training on a simulated tornado incident.
- Firefighter Todd Simpson attended a 100 hour Technical Rescue School.
- Firefighter Jeremy Futrell completed an in-house 80 hour Driver Operator Academy.
- Fire Chief Poszywak and Battalion Chief Reasoner attended an 18 hour Type 3 Incident Management Team training class.
- District members participated in the annual Legal & Ethical training.
- June's Shift Training Topics covered Incident Command for Specialty Rescue
- All three shifts completed a shift Team Building Drill coordinated by the Training Division
- All three shifts completed their bi-annual Live Fire Scenarios conducted at the Fort Lupton Fire Training Facility
- The Officer Corp completed a training on Wildland Fire Investigations and the Juvenile Fire Setter Program
- Six Firefighters attended a Car Seat Tech update/refreshers course held in Fort Lupton
- Chief Poszywak, Battalion Chief Reasoner, Division Chief Puccetti, and Division Chief Zimmerman attended a 3 hour Severe Weather Spotter Class instructed by the National Weather Service
- Ryan Baxley attended 48 hours of Swiftwater Rescue training to obtain his Swiftwater I and Swiftwater II Certifications.

**SECTION 3**

**FIRE PREVENTION SUMMARY**



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## **FIRE PREVENTION SUMMARY**

**April 1<sup>st</sup> 2009 – June 30<sup>th</sup> 2009**

### **Fire Safety Inspections Completed**

Town of Frederick - Life Safety Inspections – 100 inspections

### **Certificate of Occupancy Approved**

Town of Frederick - Eagles Nest Restaurant  
Martensen Home

### **Plan Reviews Completed**

Town of Frederick – Pelletier Building – Completed the plan review and approval for the new building. The Fire Permit and Acceptance letter was issued for the project.

KerrMcGee – Completed and approved the Emergency Response Plan for 13 new oil and gas wells in Frederick.

Eagle Business Park – Completed the plan review for this project. No comments were generated during the review.

Pelletier Building – Issued the final fire permit for construction.

Carbon Valley Recreation Center Gym and Senior Center – Completed the final review and approval for the fire alarm, building layout and the fire sprinkler review.

Hauck Preserve, Minor Subdivision – Completed the review and prepared the response letter to the Town of Frederick on the project.

Centennial Lending – Completed the plan review and approval of the tenant finish work for Unit C-D. Issued the fire permit for the work to be completed.

St. Dimitrie Church- Completed the review of the Site Plan and Subdivision Amendment. A comment letter was sent to Mr. Todd Tucker with the Town of Frederick.

### **Special Inspections and Acceptance Testing**

Town of Frederick - RMCC – Inspections completed for volunteer dinner and BBQ.

Martensen Home – Completed the final fire sprinkler testing and inspection for this project.

Completed fire hydrant testing for the St. Dimitrie Project in Frederick.

## **Fire Investigations**

Town of Frederick - Commercial – 0  
Residential - 0  
Total fire loss - 0

## **Junior Firesetter Program**

Town of Frederick - No contacts

## **Community Outreach Programs**

Monthly blood pressure checks were completed at the Carbon Valley Recreation Center for all Carbon Valley residents.

April 2009 - The article was on Wildland Safety and proper safe zoning around structures and homes.  
May 2009 – The article was on Severe Weather (2-part article).  
June 2009 - The article was on Water Safety and Fireworks Safety during the summer months.

# **SECTION 4**

## **FEEDBACK SUMMARY**

**FREDERICK-FIRESTONE  
FIRE PROTECTION DISTRICT**



**Administration**  
Office: (303) 833-2742  
Fax: (303) 833-3736

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**CUSTOMER EVALUATION SUMMARY**  
**April 1<sup>st</sup> – June 30<sup>th</sup> 2009**

<u>CARDS MAILED:</u>	<u>Emergency Incidents</u>	<u>Inspection Activities</u>
	160	136
CARDS RECEIVED:	47	49
PERCENTAGE OF RETURN:	29.38%	36.03%

<u>RATINGS OF CARDS RECEIVED: -</u>	<u>Emergency Incidents</u>	<u>Inspection Activities</u>
Rating of 10	80%	71%
Rating of 9	8%	10%
Rating of 8	4%	6%
Rating of 7	6%	0%
Rating of 5	0%	4%
No Rating	0%	8%

(Rating Scale: 10 = Excellent / 1 = Poor )



MINUTES  
TOWN OF FREDERICK  
BOARD OF TRUSTEES  
Frederick Town Hall  
Special Meeting  
August 25, 2009  
6:00 p.m.

Attendance: Mayor Eric Doering, Mayor Pro Tem Sue Wedel, Trustees Gerry Pfirsch, Amy Schiers, Tony Carey and Jim Wollack were present.

**ROLL CALL** Mayor Doering called the Special Meeting to order at 6:00p.m. Roll call was taken; all Trustees present except Trustee Hattel.

Motion by Mayor Pro Tem Wedel to go into Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e), Trustee Wollack seconded the motion and motion carried unanimously.

The Executive Session began at 6:06p.m. There being no further questions or comments the Special Meeting was closed at 7:11p.m.

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Nanette Fornof, Town Clerk

Approved by the Board of Trustees

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Eric E. Doering, Mayor



MINUTES  
TOWN OF FREDERICK  
BOARD OF TRUSTEES  
Frederick Town Hall  
August 25, 2009  
7:00 p.m.

Attendance: Mayor Eric Doering, Mayor Pro Tem Sue Wedel, Trustees Gerry Pfirsch, Jim Wollack, Tony Carey and Amy Schiers. Also present were Town Administrator Derek Todd, Town Attorney Rick Samson, Town Clerk Nanette Forno, Engineering Director Dick Leffler and Assistant to Town Administrator Jordan Eichem. Audience was also present.

**ROLL CALL** Mayor Doering called the regular meeting to order at 7:00 p.m.; role call was taken and all Trustees were present except Trustee Liberta Hattel.

**PLEDGE OF ALLEGIANCE** Mayor Doering led the audience in the Pledge of Allegiance.

**ADDITIONS OR DELETIONS TO THE AGENDA** There were no additions or deletions to the agenda.

**PUBLIC COMMENT**

**Bill Meier, United Power** stated to the Board of Trustees, that he has been an employee for United Power for 30 years; the Town of Frederick, among other entities is his job responsibility, which he enjoys since he is located in this area. Meier's has enjoyed working with the Town of Frederick and looks forward to working together on the Operations and Maintenance portion of the agreement. Another reason Meier's was attending the meeting was to provide a check to the Town in the amount of \$33,368; the check is for the Year 2009 Capital Credit Return.

**Mike Hattel and April Wollack** Miners' Day Celebration Committee members provided the "happenings" for Miners' Day, September 19, 2009. The day will be full of fun, food and entertainment; there will hot air balloon events, wine tasting, kids games, a parade, singing groups, vendor booths and then the day will end with fireworks. Letters requesting sponsorship, parade participation and vendor booths have been sent. The committee is excited about this year's event.

**STAFF REPORTS**

**Administrative Report** Town Administrator, Derek Todd, provided the Board with the Administrative Report which highlighted the following items: Home Rule Charter process, Miners' Memorial Day 2009, New Newsletter Format and Upcoming Board of Trustees Work Sessions. The Engineering Department provided information about Raw Water Irrigation, Building Permit Activity, Fence and Accessory Building Information, Pavement Management Program and Letters of Credit for Public Information. The Finance and Human Resources Department provided information about Recruitments, New Data

Management Software and Year 2008 Audit. The Municipal Court Department provided information about the agreement for Municipal Jail Services. The Planning Department provided information about the 2010 Census, Bulrush Wetlands and Downtown Development Study. The Police Department provided information about the Regional Communication Center, Grant Award, DUI Enforcement and Crossing Guards.

**Town Attorney Report** Town Attorney Rick Samson provided the Board of Trustees with a written Status Report. There being no questions or comments, Mayor Doering went on to the Action Agenda.

### **ACTION AGENDA**

**AM 2009-074, To Consider Granting Permission to American Legion Post 1985 to Use a Portion of Crist Park for the Operation of a "Beer Garden" at the 2009, Miners' Day Memorial Celebration** The American Legion Post 1985 requested a Special Event Permit (Liquor License) for the operation of a Beer Garden at the Miners' Day Memorial Celebration. The Special Event Permit Application can be approved administratively, however the American Legion Post 1985 also needs to have permission from the Town Board of Trustees to utilize a portion of Crist Park for operation of the Beer Garden. Motion by Trustee Wollack to give permission to American Legion Post 1985, use of Crist Park, who will be hosting a Beer Garden on September 19, 2009, motion was then seconded by Trustee Carey, motion carried unanimously.

Town Administrator Derek Todd, requested the Board to make a motion granting permission to have alcohol at Crist Park and Centennial Park. There will be Wine Tasting at Crist Park on September 18, 2009; on September 19, 2009, the Hot Air Balloon Event will be hosting a champagne brunch at Centennial Park. Motion by Trustee Carey to allow the Town of Frederick to have alcohol at Crist Park on September 18<sup>th</sup> from 7-9p.m. and Centennial Park on September 19<sup>th</sup>, Trustee Pfirsch seconded the motion and motion carried unanimously.

### **CONSENT AGENDA**

Motion by Trustee Pfirsch to approve the Consent Agenda with the following items; Approval of the List of Warrants for August 25, 2009, and Approval of the August 4, 2009 (two sets of minutes), Special Meeting Minutes and August 11, 2009, Regular Meeting Minutes. Trustee Wollack seconded the motion and motion carried unanimously.

**AM 2009-075, Adopt an Ordinance Amending the Frederick Municipal** The proposed ordinance revises the sidewalk maintenance portion of the Frederick Municipal Code. The ordinance clarifies the maintenance responsibilities of adjacent landowners as it relates to repairs of sidewalk, curb and gutter, disabled access ramps and drainage pans. The proposed ordinance includes modifications that references "Sidewalk" repair are replaced with "Sidewalk, Curb and Gutter"; the area of coverage for the ordinance is clarified by replacing "portions of Old Town and later

subdivided property: with "Town boundaries"; clarifies confusing language and clarification if the Board of Trustee or Town staff will initiate different actions to resolve the issues. After discussion the Board informed staff that the ordinance specifies Sections 11.75, 11.77 and 11.78 will be considered and implemented by staff and appeals will go before the Board. Motion by Trustee Wollack to approve Ordinance #1006, AN ORDINANCE OF THE TOWN OF FREDERICK COLORADO, REGARDING AMENDMENTS TO CHAPTER 11, ARTICLE IV, OF THE TOWN OF FREDERICK MUNICIPAL CODE, 1992, as amended by the Board of Trustees, Mayor Pro Tem Wedel seconded the motion and motion carried unanimously.

### **MAYOR AND BOARD REPORTS**

**Trustee Carey** had nothing to report.

**Mayor Pro Tem Wedel** inquired about attendance to the Juvenile Assessment Center 2<sup>nd</sup> Annual Heroes' Celebration Dinner.

**Trustee Wollack** made comment about recruiting additional Commission members; this issue could be part of the Communication Plan.

**Trustee Schiers** made comment regarding "sandwich board signs"; if the business owners are in compliance with the provision defined in the Frederick Municipal Code and if the Board should consider directing staff to modify this portion of the Code.

**Trustee Pfirsch** made mention about the issue of lacking Commission members for Board approved Commission and the DRCOG upcoming meeting schedule.

**Mayor Doering** made mention about the issue regarding changing the street name at Weld County Road 5; staff indicated they will be meeting with Weld County Public Works Director and Weld County Commissioners to come to some resolution of the issue. More information will be provided to the Board at a later date.

Mayor Doering reminded the Board that on September 29, 2009, there is a joint meeting with the Town and Carbon Valley Recreation District; the Board is to compile questions they (the Board) would like the Recreation District to address. Mayor Doering also reminded the Board about the September 1, 2009, quarterly joint meeting with the Town of Firestone, City of Dacono and Carbon Valley Chamber of Commerce.

There being no further discussion, Mayor Doering closed the regular meeting at 8:34p.m. The Board cancelled their Executive Session following the Regular Meeting.

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Nanette S. Fornof, Town Clerk

Approved by the Board of Trustees

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Eric E. Doering, Mayor